

ON-PREMISES COURSE OF INSTRUCTION & EXAMINATION GUIDELINES

DATE: _____

CORPORATION NAME: _____

COURSE SUBMITTED BY (PRINT NAME): _____

SIGNATURE: _____

- *These are the Alabama Alcoholic Beverage Control Board Course of Instruction minimum guidelines for **SERVER/MANAGER**.*
- *These Course of Instruction and Examination Guidelines are established by the Alcoholic Beverage Control Board as minimum requirements for all courses and examinations approved for the training of servers, sellers, and managers for certification of the beverage license in the Responsible Vendor Program.*
 - *Courses and examinations must be specific to either **on-premises** or off-premises*
 - ***Server** or seller courses may be combined with the manager course and examination. However, on-premises and off-premises courses and examinations **may not** be combined.*
- *The Board reserves the right to monitor course sessions and examinations.*
- *The ABC Board suggests that the following Alabama State law code numbers be referenced in your course. Any of the following laws that do not pertain to the type license can be omitted from your course of instruction. (**DISCLAIMER:** Portions of Alabama State Laws to be included in approved courses are provided for you as a resource only. No interpretation of the law is provided nor implied by these guidelines. Citations are provided in order that each law can be easily found for a full reading.)*
- *Please reference the page number on which the following items can be located. Once completed, a copy of these guidelines must be attached to your course.*

SERVER TRAINING COVERED

Yes ☐ No ☐

Physical and Psychological Effect of Alcohol and the Intoxicated Customer.

- | | |
|--------------------------------------|---|
| • Visible signs of intoxication | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Page# _____ |
| • Variables that effect intoxication | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Page# _____ |
| • The sobering process | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Page# _____ |
| • Basic equivalency statement | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Page# _____ |

- Alabama State Law:
 - 13A-11-10(a)(b) Public Intoxication Yes ☐ No ☐ N/A ☐ Page#_____
 - 13A-12-211(a)(b) Unlawful distribution of a Controlled Substance
Yes ☐ No ☐ N/A ☐ Page#_____
 - 32-5A-191(a)(b) DUI (Blood Alcohol Content)
Yes ☐ No ☐ N/A ☐ Page#_____
 - 20-X-6-.02(4) Sale, furnish, or give away alcohol to a person appearing intoxicated
Yes ☐ No ☐ N/A ☐ Page#_____
- Demonstration of effective seller responses in refusing service to intoxicated customers.
Yes ☐ No ☐ N/A ☐ Page#_____
- *Explain your company policies pertaining to this section*
Yes ☐ No ☐ N/A ☐ Page#_____

Minor Sales and Legal Age Determination

- Alabama State Law:
 - 28-1-5 Minimum age of Purchase; employment of underage persons by board licensee Yes ☐ No ☐ N/A ☐ Page#_____
 - 28-3A-25(a)(3) Selling, delivering, or furnishing alcohol to minors
Yes ☐ No ☐ N/A ☐ Page#_____
 - 28-3A-25(b)(1) Penalty Yes ☐ No ☐ N/A ☐ Page#_____
 - 28-3A-25(a)(19) Minors attempting to purchase, consume, etc.
Yes ☐ No ☐ N/A ☐ Page#_____
 - 28-3A-25(a)(22) Minors use or attempt to use non-genuine drivers license
Yes ☐ No ☐ N/A ☐ Page#_____
 - 28-3A-25(b)(2) Penalty (for both (19) & (22)
Yes ☐ No ☐ N/A ☐ Page#_____
 - 13A-2-23 Complicity (second party sales)
Yes ☐ No ☐ N/A ☐ Page#_____
 - 20-X-6-.09 Minors (including 4 acceptable forms of ID)
Yes ☐ No ☐ N/A ☐ Page#_____
 - 13A-10-13 Unlawful use of Great Seal (Identification Card)
Yes ☐ No ☐ N/A ☐ Page#_____
 - 13A-10-14 Unlawful use of facsimile (Identification Card)
Yes ☐ No ☐ N/A ☐ Page#_____
- Determine the legal age of the customer Yes ☐ No ☐ N/A ☐ Page #_____
- Tips on handling fake and altered ID's Yes ☐ No ☐ N/A ☐ Page #_____

- Demonstration of the skill of refusing service to minors
Yes ☐ No ☐ N/A ☐ Page # _____
- *Explain your company policies pertaining to this section*
Yes ☐ No ☐ N/A ☐ Page # _____

Law Enforcement and Consequences of Illegal Sales

- Discuss any restrictions to the type license that the establishment holds
(20-X-5-.03 Club Liquor Retail License, 20-X-5-.04 Lounge Retail Liquor License, 20-X-5-.05 Restaurant Retail Liquor License, 20-X-5-.06 Package Sales, 20-X-5-.07 Separate Facility/Adjoining Facility, 20-X-5-.12 Special Events Retail License and Special Retail License). Yes ☐ No ☐ N/A ☐ Page# _____
- Explanation that the licensee is responsible for administrative penalties for violations by employees Yes ☐ No ☐ N/A ☐ Page# _____
- Explanation that the employee is responsible for paying the criminal fines Yes ☐ No ☐ N/A ☐ Page# _____
- Any local ordinances that may apply. Yes ☐ No ☐ N/A ☐ Page# _____
- Explanation of who can enforce the beverage laws. Yes ☐ No ☐ N/A ☐ Page# _____

Alabama State Laws:

- 28-3A-25(a)(6) Refusing to allow inspection Yes ☐ No ☐ N/A ☐ Page# _____
- 28-3A-25(b)(1) Penalties Yes ☐ No ☐ N/A ☐ Page# _____
- 28-3A-25(a)(20) Sunday Sales Yes ☐ No ☐ N/A ☐ Page# _____
- 28-3A-25(b)(2) Penalties Yes ☐ No ☐ N/A ☐ Page# _____
- 20-X-6-.02(5) Consuming during working hours
Yes ☐ No ☐ N/A ☐ Page# _____
- 6-5-70 Dram Shop (Furnishing liquor to minors)
Yes ☐ No ☐ N/A ☐ Page# _____
- 6-5-71 Dram Shop (Injury in consequence of illegal sale)
Yes ☐ No ☐ N/A ☐ Page# _____
- 6-5-72 Dram Shop (Injury to third party selling/furnishing controlled substance to Minor).
Yes ☐ No ☐ N/A ☐ Page# _____
- *Explain your company policies pertaining to this section*
Yes ☐ No ☐ N/A ☐ Page# _____

MANAGER TRAINING COVERED

Yes ☐ No ☐

Legal and Responsible Management

Alabama State Laws:

- 28-3A-25(a)(8) Sale of unlawful alcohol Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3A-25(a)(10) Fortifying, adulterating alcohol
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3A-25(a)(17) Sales of untaxed alcohol Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3A-25(b)(1) Penalty (for (8), (10), and (17))
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3A-25(a)(21) Sunday Sales for proprietor
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3A-25(b)(2) Penalty Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-2-.02 Possession of Rules and Regulations
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-5-.06 Package Sales Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-5-.08(4) Renewal of the beverage license
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.01(6) Allowing Criminal Conduct
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.01(10) Displaying the beverage license
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.01(11) Beverage Locker/Storage Service
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.01(12) Allowing unauthorized alcohol (brown bagging)
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.01(13) Mechanisms to gain access to licensed premises
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.02(3) Drinking Contest Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6.02(6)(7) Retail Sales on premises Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.03 Use and disposition of original liquor containers
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.04(1)(2)(3)(5)(6) Sale of alcoholic beverages by retail licensees
Yes ☐ No ☐ N/A ☐ Page#_____

- 20-X-6-.05 Dispensers of pre-mixed beverages
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.06 Person in charge
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.07 Service of alcoholic beverages on patios or around
swimming pool areas Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.08 Display of alcoholic beverages by retail licensees
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.10(1)(3) Employment of minors Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.11 Prohibition of obscene, lewd or indecent conduct on licensed premises
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.12 Premiums or presents to induce purchase prohibited
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.13 Limitations on happy hour and similar price reductions
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.15 Prohibition against gambling – gaming- betting activities
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.16(1)(3) Retail price list Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-6-.17 Sales from storage cabinets and guest rooms
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-7-.07 Wine Tastings Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3-1(32) Table Wine Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-7-.10 Beer Tastings Yes ☐ No ☐ N/A ☐ Page#_____
- 28-3-1(3) Beer, or Malt or Brewed Beverages
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-8-.11 Keg or Draft beer Yes ☐ No ☐ N/A ☐ Page#_____

• ***Explain your company policies pertaining to this section***

Yes ☐ No ☐ N/A ☐ Page#_____

Responsible Vendor Program

- 20-X-12-.04 Certification Requirements Yes ☐ No ☐ N/A ☐ Page#_____
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- 20-X-12-.06 Maintaining Certification Yes ☐ No ☐ N/A ☐ Page#_____

- 20-X-12-.07 Minimum training for on-premises employees
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-12-.09 Course of Instruction
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-12-.10 Integrity of Examinations
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-12-.11 Denial, Decertification, and Non-Compliance
Yes ☐ No ☐ N/A ☐ Page#_____
- 20-X-12-.14 Cancellation of Certification
Yes ☐ No ☐ N/A ☐ Page#_____

Tobacco (Only use if applicable)

- 13A-12-3 Selling cigarettes to a minor
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-2(3) Minor
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-2(9) Tobacco or tobacco products
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-2(10) Tobacco Permit
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-6 Distribution of tobacco or tobacco products
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-6.1 Distribution by use of vending machine
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-14 Fines for unlawful possession of contraband
Yes ☐ No ☐ N/A ☐ Page#_____
- 28-11-15(b)(1)(2) Required tobacco signage
Yes ☐ No ☐ N/A ☐ Page#_____
- *Explain your company policies pertaining to this section*
Yes ☐ No ☐ N/A ☐ Page#_____

EXAMINATION REQUIREMENTS:

- 80-90% of test questions should be on:
 - Alabama laws Yes ☐ No ☐
 - ABC Rules-regulations Yes ☐ No ☐
 - other contents included in these course guidelines Yes ☐ No ☐
- 10%-20% of test questions should be on Responsible Vendor Program Yes ☐ No ☐

OTHER REQUIRED DOCUMENTS TO BE SUBMITTED and/or INCLUDED IN THIS COURSE:

A. Course of Instruction Examination questions Yes ☐ No ☐ Page#_____

a. A place to document the following information must be included:

- i. Full name of employee Yes ☐ No ☐ Page#_____
- ii. Employee Social Security Numbers Yes ☐ No ☐ Page#_____
- iii. Employee date of birth Yes ☐ No ☐ Page#_____
- iv. Employee hire date Yes ☐ No ☐ Page#_____
- v. Employee's examination results Yes ☐ No ☐ Page#_____
- vi. Employees examination date of completion Yes ☐ No ☐ Page#_____
- vii. Employees Acknowledgment Statement regarding the vendor's policy, outlining policy and procedures for disciplining employees who violate beverage laws and/or possess controlled substances, etc. Yes ☐ No ☐ Page#_____
- viii. The name of the entity (company name) providing the course of instruction/examination Yes ☐ No ☐ Page#_____
- ix. Documentation of employee review of examination questions answered incorrectly. (Documentation must be initialed by the employee.) Yes ☐ No ☐ Page#_____
- x. Alcoholic Beverage License number Yes ☐ No ☐ Page#_____
- xi. Trade name appearing on the ABC License Yes ☐ No ☐ Page#_____
- xii. Name of individual providing course of instruction to employees (Trainer Verification) Yes ☐ No ☐ Page#_____

B. Course of Instruction Examination Answer Key

Yes ☐ No ☐ Page#_____

C. Semi-Annual documentation register

a. Register to include documentation of the following information:

i. Names of employees attending the meeting

Yes ☐ No ☐ Page#_____

ii. Social Security number of employees attending the meeting

Yes ☐ No ☐ Page#_____

iii. The date of the meeting

Yes ☐ No ☐ Page#_____

iv. The name of the person conducting the meeting

Yes ☐ No ☐ Page#_____

v. The subjects covered

Yes ☐ No ☐ Page#_____

D. Sample of (2) Company Policy Signs (size 8x13)

Yes ☐ No ☐ Page#_____



ABC Board Responsible Vendor Program (RVP) GENERAL INFORMATION

ABC Board Responsible Vendor Program Compliance Specialists are available to assist you.

ABC Board RVP Compliance Specialists:

- **Conduct On-Site Inspections for RVP:** The licensee's (2) 8 x13 company policy signs must be on the licensed premises informing customers of the vendor's policy against serving or selling alcoholic beverages to underage persons and/or intoxicated customers. These signs must be placed at customer entrance(s) of the licensed premises or at cash registers and on or near the area where alcoholic beverages are displayed or dispensed. All signs shall be situated in areas easily viewed by the public. An interview with manager(s)/employee(s) could occur to determine nature of training being conducted at location.
- **Conduct Records Inspections for RVP:** An inspection of records will occur for routine purposes or in the event that that licensee has an alcohol violation (sales/service to a minor). All sellers, servers, and those who are in management positions, must have a test on file that indicates test scores, training within 30 days of hire date, trainer verification, signed company policy statements, and incorrect answers corrected and initialed by employee. Also, documentation of consistent semi-annual meetings must be included.
- **Compliance Specialists are available to Monitor Trainings & Provide Training Assistance.**
- **Compliance Specialists are available to answer any questions you have about maintaining compliance in the Program.**
- **Please contact the Compliance Specialist for the COUNTY your business is located IN for further assistance.**

CS Janice Tibbets

District 8: Andalusia **Office Phone:** 334-222-3200

Email: Janice.Tibbets@abc.alabama.gov

COUNTIES: Barbour, Butler, Chambers, Coffee, Conecuh, Coosa, Covington, Crenshaw, Dale, Escambia, Geneva, Henry, Houston, Lee, Macon, Pike, Russell, Tallapoosa

CS Katrina Hunter

District 10: Montgomery **Office Phone:** 334-260-5406

Email: Katrina.Hunter@abc.alabama.gov

COUNTIES: Autauga, Bibb, Bullock, Chilton, Dallas, Elmore, Greene, Hale, Lowndes, Montgomery, Perry, Pickens, Tuscaloosa

CS Joey May

District 1: Florence **Office Phone:** 256-764-2435

Email: Joey.May@abc.alabama.gov

COUNTIES: Blount, Colbert, Cullman, Dekalb, Fayette, Franklin, Jackson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Winston

CS Chase Carroll

District 3: Birmingham **Office Phone:** 205-942-7955

Email: Chase.Carroll@abc.alabama.gov

COUNTIES: Calhoun, Cherokee, Clay, Cleburne, Etowah, Jefferson, Randolph, Shelby, St. Clair, Talladega, Walker

CS Ben Burdette

District 7: Theodore **Office Phone:** 251-653-0015

Email: Ben.Burdette@abc.alabama.gov

COUNTIES: Baldwin, Choctaw, Clarke, Marengo, Mobile, Monroe, Sumter, Washington, Wilcox